

HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE
DISABILITY EQUALITY SCHEME ACTION PLAN - DECEMBER 2006-DECEMBER 2009

1: TO ELIMINATE UNLAWFUL DISCRIMINATION					
Objective	Accountable	Timescale	Outcome	Progress to Date	Completed
1.1 Prioritised plan for Equality Impact Assessment (EIA) of existing functions/policies	Departmental Heads	April 07	1. Screen functions and policies for relevance to disability equality. Set priorities for equality impact assessments (EIA)	<p>T&D – Currently undertaking a review of T&D policy documents, updating as required including impact assessments.</p> <p>Area Command north – The Command Area has one policy which is currently part of 2008 service plan. The MIRG National Agreement has been developed into a specific HIFRS operational procedure and policy which has been impact assessed for disability</p> <p>Ops Support – Included as departmental action for 2007 / 2008. Policies are being assessed as they are produced or revised. Action plan in place.</p> <p>CRM – All policies have now been EIA assessed .</p> <p>Human Resources – new</p>	

	HR Manager in association with HWBA	April 07	2. Complete report of multi-agency involvement of people with disabilities. With partners, report feedback to organisations and individuals involved in the preparation of the Schemes. Identify priority areas for action, including opportunities for partnership action.	policies are impact assessed and existing policies will be impact assessed by en of July 2008	June 2008
1.2 All new and revised policies, where relevant to disability equality, include outcome of EIA.	HR Manager HR Manager Commander Development	April 07 Apr 07	1. Agree EIA template through Service decision making process. 2. Ensure staff undertaking EIA are informed and understand the requirements a) staff guidance completed b) training for relevant staff c) EIA undertaken according to priority timescale	An EIA template has been agreed and is in use. T&D – Achieved Ops Support – Achieved. All relevant staff has been trained by Angela Webb of HMI	

1.3 Personnel required to undertake EIA have the appropriate support, contacts and sources of information.	HR Manager through the HWBA Commander CRM	Dec 07	1. In association with partner agencies, develop a central register of information on disability.	Ongoing with HWBA	
	Departmental Heads	Dec 07	2. Extend this central register to incorporate information gathered in cross-department working eg. Community Fire Safety Activities	T&D – Providing HR department on a monthly basis a report of the numbers and names of personnel attending courses.	
	Area Commanders	Dec 07	3. District managers to set up contact links with local disability groups and individuals, and feedback any issues through the appropriate Service channels.	South - District managers attend Ward meetings where the format is now completely different and they don't have the opportunity to form these links. North – District staff attend various local forums including ones which are directly linked to Fire Safety and provide guidance appropriate to the individual groups needs.	
	Commander CRM	Dec 07	4. Develop a process to record details of local engagement	Departmental Plan reflects all partners in addition to Service Partnership Register. A further review of the Partnership Register has commenced and will be completed by March 2009.	
	Commander CRM/ HR Manager	Dec 07	5. Implement ongoing involvement with people with disabilities, as part of the review of the Scheme.		
	HR Manager	Dec 07	6. On receipt of DRC		

			impairment criteria, ensure employment monitoring includes desegregated data.	ongoing with HWBA Disability is monitored as part of the wider monitoring in the recruitment, promotion, transfer, disciplinary, grievance and dismissal process	
1.4 Diversity Awareness Training	Commander Development Commander Development	Apr 07 Dec 08	<ol style="list-style-type: none"> 1. Continue to deliver staff training on diversity awareness. Plan a roll-out programme to deliver diversity awareness training to remainder of the Service. 2. Identify and plan a refresher training programme, and how training will be delivered to new starts post the current round of training. 	T&D – Majority of full time staff and selected retained staff completed training during 06/07. All mainland retained stations and outstanding fulltime staff programmed for 07/08 currently on target. Island status to be programmed for 08/09. New retained staff, section of recruit course to include E&D training via appropriate instructor. A refresher programme will be in place by e.learning modules by 09/10.	

2: TO ELIMINATE UNLAWFUL HARASSMENT

Objective	Accountable	Timescale	Outcome	Progress to Date	Completed
2.1 Record and Monitor incidents of harassment and discrimination of people with disabilities.	HR Manager	Jun 07	1. Ensure related policies are updated and revised and communicated across the Service	Related policies are updated and revised.	
	Commander Development	Jun 07	2. Identify any further training requirements that are required, and timetable accordingly.	ongoing	
	HR Manager in association with HWBA	Nov 07	3. Further widen the scope of the Racist Incident Multi-Agency Strategy with our partners to include all hate incidents/crime.	Ongoing, external Agency to support.	

3: TO IMPROVE ACCESSIBILITY OF THE SERVICE					
Objective	Accountable	Timescale	Outcome	Progress to Date	Completed
3.1 Identify barriers to access and plan rectification programme, where appropriate.	Head of Corporate Services	In line with Capital plan	1. Review progress of DDA compliance plan of built environment through performance management processes.	Identified resources in capital plan (£50k) Rolling programme starting with DDA improvements to HQ 2007/08. Resources identified for next 2 financial years.	
	Head of Corporate Services	Nov 07	2. Develop access compliance audit through relevant access panels.	Access panel now @ main entrance of HQ	
	Head of Corporate Services	In line with IT project	3. Ensure that the review of the Service website considers accessibility requirements for people with disabilities.	Researching Text enhancement and speaking software	
	Commander Operations Support	Dec 07	4. In partnership with other Public Agencies Continue to develop our Interpreting and Translation Service ensuring that the needs of people with disabilities are met.	Service plan action 08/09 ongoing Translation and Interpreting Service access provided for operational crews, Control, HQ and District Offices. Developing Control procedures to deal with requirements of deaf.	

4: TO PROMOTE EQUALITY OF OPPORTUNITY

Objective	Accountable	Timescale	Outcome	Progress to Date	Completed
4.1 Ensure staff are aware of their responsibilities in line with the provisions of the Disability Discrimination Act.	HR Manager through the Service's DDA Review Group	March 08	1. In association with Occupational Health Advisor ensure reasonable adjustments are appropriately identified and implemented and develop guidance for line managers about making reasonable adjustments.	All documents include the Disability Equality Duty	
	HR Manager/ Departmental Heads	Dec 07	2. Incorporate the provisions of the Disability Equality Duty in the Service's Diversity Strategy and related documents.		

5: ANNUAL REPORTING					
Objective	Accountable	Timescale	Outcome	Progress to Date	Completed
5.1 Open and transparent publication of outcomes.	Head of Corporate Services	Jan 08	1. Publish Action Plan Results in Public Performance Report.	For 08/09 – Action plan results will be referred to.	
	Head of Corporate Services	Dec 07	2. Research and consider other ways of publishing results/outcomes from Action Plan through the Media and Service website	Departmental plan action 08/09	